

## **Other Telecommunications Annual Report System Table of Contents**

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## Uninstalling Last Year's Annual Report System

**You must uninstall last year's annual report program before installing the current version.**

**CAUTION:** The uninstall process will remove last year's annual report program and data. If you wish to save a copy of your data or print a copy of the report for your records, you must do so before proceeding with the Uninstall. (See the "Backup Procedures" section of the Help function.)

- Make sure that no other applications are running.
- Click the Start button on the taskbar. Go to Settings, Control Panel.
- Double click the Add/Remove Programs Icon.
- Scroll down the list of programs, until "Other Telecommunications Annual Report System VX.XX" (with X.XX representing the version number for the last year's program) is visible.
- Click on this entry ("Other Telecommunications Annual Report System VX.XX").
- Click the Add/Remove button.
- Click Yes, when asked to confirm the removal of this program.

## Minimum System Requirements

Before proceeding with the installation, please make sure the computer on which this system is being installed meets the minimum system requirements (shown on the Commission's Web site (<http://psc.wi.gov>)).

### Adobe Acrobat 4.0

If you do not have Adobe Acrobat 4.0 (or later version) installed on the computer on which the Annual Report System is being installed, you will need to click on the Get Acrobat Reader box on the Commission's Web page. If you do not obtain Adobe Acrobat, you will be unable to access the Help function in the program.

### Microsoft Access 2000

If you do not have Microsoft Access 2000 (or later version) installed on the computer on which the Annual Report System is being installed, you will need to install the appropriate data access files (ODBC and database drivers). See the Addendum to the Annual Report System Installation Instructions at the end of this document.

## Installing the Program

This section details the following processes:

- Installing the program
- Starting the program

**Adobe Acrobat and Microsoft Access (or equivalent ODBC drivers) are both required to run this program.** If you do not have both of these software packages installed please see the following sections of this document: **Adobe Acrobat 4.0** and **Microsoft Access 2000**.

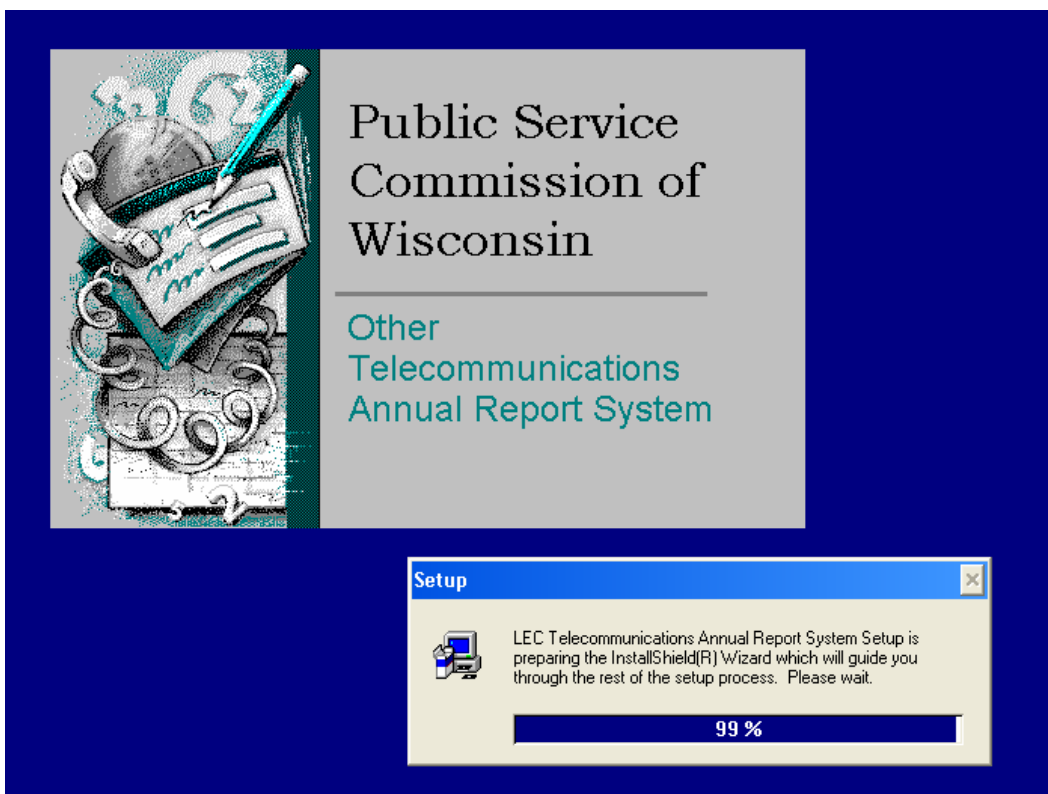
Because the program and database files have been compressed and the setup program includes system configuration changes, simply copying the files to your hard drive will not produce a proper installation. Therefore, the Annual Report System must be installed by running the install/setup program. The Setup program installs the following components, all of which are necessary for the application to run properly:

- Application file (othtelears.exe)
- Supporting files: PDBs (distribution files) and DLLs (dynamic link libraries)
- Database files (oth\_tele\_ars.mdb, oth\_tele\_exp.mdb, unf.mdb)
- Help files
- Uninstall program

The installation program also updates your system registry with information necessary to run the application.

## Installation Instructions

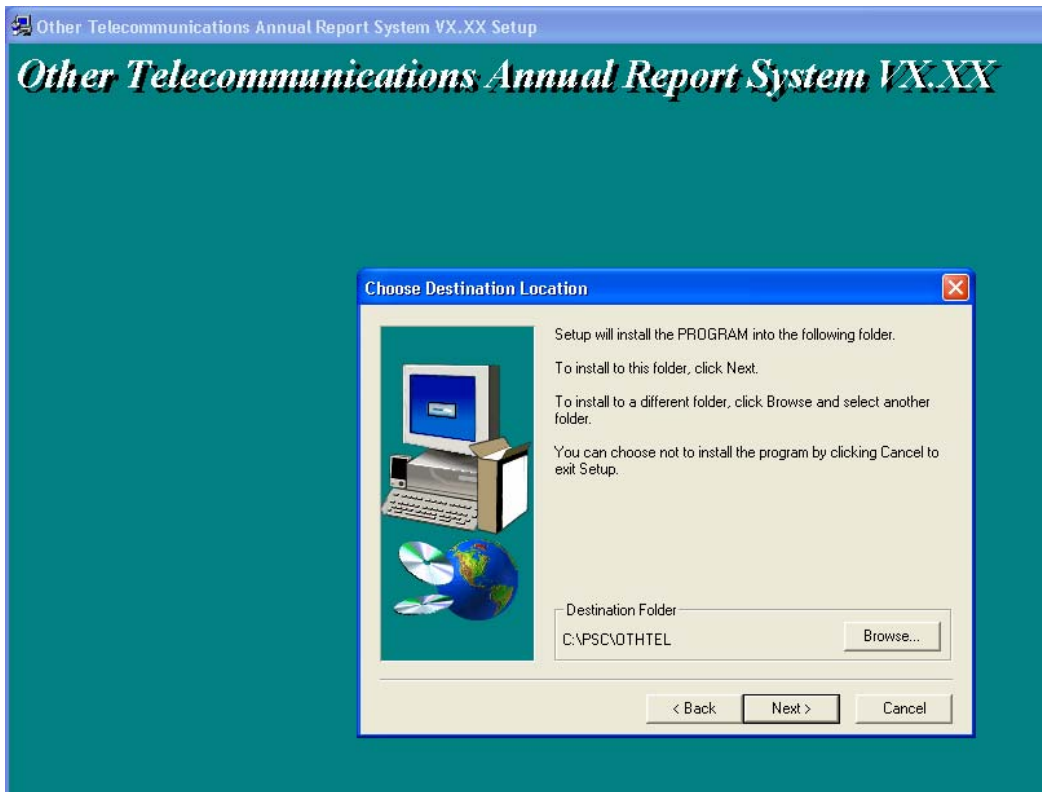
1. Download the Installation Files (OTHTEL20.ZIP, INSTALL.BAT, PKUNZIP.EXE) from the Public Service Commission Web site (<http://psc.wi.gov>) to C:\PSC\_INST\OTHTEL. The files must be in this directory or the installation will not work properly.
2. Exit any programs that are running.
3. Click the Start menu and select Run.
4. Type C:\PSC\_INST\OTHTEL\INSTALL.BAT.
5. Click OK.  
This will uncompress and launch the current year's installation program
6. A splash screen will appear for a few seconds while the Setup program is preparing to install the program.



7. When the Welcome screen appears (as shown below), click the Next button to continue.



8. The PROGRAM Destination Location window will appear asking for the directory where the program executable and supporting files will be installed. The program will default to C:\PSC\OTHTEL. Users may accept the default location or use the browse button to select an alternative location.



9. Click the Next button to continue.

10. The DATABASE Destination Location window will appear asking for the directory where the database files will be installed. The default location is C:\PSC\OTHTEL\DATA. If you would like to place the database files on a network, use the Browse button to select an alternative location.

**CAUTION:** If you are installing the program on multiple computers and the database files are being installed to a network location for sharing purposes, it is essential that the program be installed on ALL the computers before any data is entered because the program overwrites all the database files every time it is installed.



11. Click the Next button to continue.
12. When the program begins installing a new screen will appear with a progress meter. As each file is installed, the progress meter shows the file name and the directory where the file is being copied. The progress meter also shows the percent complete of the installation program.
13. When the program has finished installing the Setup Complete window will appear. Click the finish button.

### Starting the Program

- Double click the "OTH TELE ARS" icon on the Desktop.
- OR
- Click the Start button on your taskbar. Go to Programs, OTH TELE ARS.

## Creating a New Report

1. On the Main-Report Selection screen, click the New button.
2. Specify the Annual Report Type
3. Click OK, to continue.
4. Specify the Utility Id & Name, Year, and "File Confidential Data as" information.
5. Click OK to create the new annual report.

## Import Data to New Database (Optional)

**NOTE:** The import process may be used to import prior year reports. The decision to import or not import prior year reports will have no effect on new reports.

Before starting this process, write down the location of the previous year's export file containing the annual report data for a given utility. Note: There should be one file for each annual report that will be imported.

**NOTE:** Consulting Firms and large companies read on. If multiple computers were used to prepare reports and if it is desirable to combine all the data into a single database, gather the export files from all the computers and repeat this process for each file. Each time the process is run it will add/append the new data to the existing information. If there are any questions or problems please contact technical support.

### *Step By Step Instructions:*

1. Click on Admin, Import Data to New Database.
2. When the Import Annual Report Data window appears, click the Select File & Import Data button.  
The Bulk Import option may be used to import multiple .MDB files by clicking on the Bulk Import button and specifying the folder containing the .MDB files.
3. When the Select a file for Import window appears,
  - o Find/Specify the location of last's year export file.
  - o Click OPEN, to import the data.
4. The Import Annual Report Data window will become visible.
  - o As the records are being moved, the Records Read, Records Written and Errors boxes will display the record information.
  - o When the transfer is finished, the transfer log text will appear in the Log: box. If the Log text indicates any errors during the transfer (other than associated with company interest or stockholder in the Identification and Ownership schedule) OR if the Errors box has a number greater than zero (other than associated with company interest or stockholder), contact Technical Support.
  - o If there were no errors, click the Select File & Import Data button to import the next annual report OR Click the Exit button to end the import process.

## **Addendum to the Annual Report System Installation Instructions**

If you do not have Microsoft Access 2000 (or later version) installed on the computer on which the Annual Report System is being installed, you will need to install the appropriate data access files (ODBC and database drivers). You may do this either before or after you install the Annual Report System.

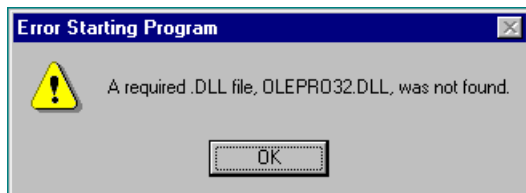
**Note: Starting with Windows 2000, Microsoft Data Access Components are distributed as part of the operating system. All updates must be obtained via the operating system Service Packs. Please consult the Microsoft Data Access website <http://www.microsoft.com/data> for more information.**

The mdac\_typ.exe file can be downloaded from the Public Service Commission's Web site (<http://psc.wi.gov>).

If you are not sure whether or not you need these data access files, you may do one of two things:

1. Install the Annual Report System and start it up. If you get an error message, exit the program and install the data access files (mdac\_typ.exe). You will not need to reinstall the Annual Report System.

The error message displayed may look like this:



OR

2. Install the data access files (mdac\_typ.exe) first – it will install the newest versions of the drivers if they do not already exist. When that process has finished, install the Annual Report System.

### **Installing the data access files**

1. Exit any programs that are running.
2. Click the Start menu and select Run.
3. Type the path and filename for the data access files and click OK.
4. The Microsoft Data Access dialog box will display a license agreement. Press the Yes button.
5. The proper files will be extracted from the file. When finished, press the Continue button.
6. In the *Microsoft Data Access Setup* dialog box, press the button next to Complete.
7. Click the Continue button. The setup program will install the appropriate files to your Windows system directory. Click the OK button when the process has completed.